

C.I.G. Administrative Instructions

UNCLASSIFIED

Page 1

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

27 October 1948

SUBJECT: Penalty Mail

1. Section 306, Title III, of the Act of June 25, 1948 (Public Law 785 - 80th Congress) is quoted below:

"Section 306. No executive department or independent establishment of the Government shall transmit through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list, or other article or document (except official letter correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence; informational releases in connection with the decennial census of the United States, mail concerning the sale of Government securities, and all forms and blanks and copies of statutes, rules, regulations, and instructions and administrative orders and interpretations necessary in the administration of such departments and establishments), unless a request therefor has been previously received by such department or independent establishment; or such transmission is required by law; or such document is transmitted to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject. The head of each independent establishment and executive department (other than the Post Office Department) shall certify to the Postmaster General at the end of each quarter that nothing was transmitted through the mail free of postage by the independent establishment or department in violation of the provisions of this section: Provided, That nothing herein shall be construed to prohibit the mailing free of postage of lists of agricultural bulletins, lists of public documents which are offered for sale by the Superintendent of Public Documents, or of announcements of publications of maps, atlases, statistical, and other reports offered for sale by the Federal Power Commission as authorized by section 825k of title 16 U. S. C.: Provided further, That this prohibition shall not apply to the transmission of such books, reports, periodicals, bulletins, pamphlets, lists, articles, or documents to educational institutions or public libraries, or to Federal, State, or other public authorities."

- 2. In order that the Director may have adequate basis for signing the required certificate, each Assistant Director and Staff Chief will submit to the Chief, Budget and Finance Branch, A&M, by the fifth day after the end of each quarter, a certificate in the following form:

"I hereby certify that during the quarter ended no book, report, periodical, bulletin, pamphlet, list, or other article or document was transmitted through the mail free of postage in violation of section 306 of the Penalty Mail Act of 1948, approved 25 June 1948 (Public Law 785 - 80th Congress), by this department or establishment, including all such mailings by its branches or field offices."

3. The certificate covering the quarter ending 30 September 1948 will be submitted immediately upon receipt of these instructions.

4. After receipt of the certificates required above, the Chief, Budget and Finance Branch, ACM, will prepare and submit to the Executive for Administration and Management an appropriate certificate for the signature of the Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for
Administration and Management

DISTRIBUTION: A

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